

6 August 1985

MEMORANDUM FOR

Director, Foreign Broadcast Information Service

STAT

FROM:

Chief, Personnel & Training Branch/FBIS

STAT

SUBJECT:

Request for Advance Annual Leave & LWOP -

STAT

1. This memorandum requests your approval for five days of advance annual leave and 17 days of Leave Without Pay for FBIS Production Group employee [redacted] Her last working day before taking this leave will be 27 August 1985.

STAT

2. Employees may be advanced annual leave up to the limit of such leave that they will accrue during the current year. [redacted] requests that this amount, which is 44 hours, be advanced her for purposes described in her attached memorandum. Her annual leave, when taken from 28 August, will be exhausted after 5 September 1985. She then requests LWOP from 6 September to 1 October 1985, or 17 days. She plans to report back for duty on 1 October.

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APPROVED

[redacted]

STAT

D/FBIS

7 AUG 1985

Date

1 att;
as stated

22 July 1985

M E M O R A N D U M

TO: Special Assistant, Chief Production Group

STAT

FROM: FBIS/FLASC

STAT

SUBJECT: LEAVE FOR SEPTEMBER 1985

I am hereby making a formal request for advance leave and leave without pay for the period of 28 August 1985 to 1 ~~September~~ ^{October} 1985. The reason for this leave is that I will be accompanying my husband, a member of the National Symphony Orchestra, on the orchestra's tour of Europe that will cover the entire month of September. My last working day before the leave would be 27 August 1985.

Specifically, I am requesting an advance of the annual leave that I have left this year, that is, ten working days, which would cover the period from 28 August to 11 September 1985. The remaining period, that is, 12 September to 30 September 1984 (14 working days), would be charged to leave without pay.

I have already submitted the appropriate forms to the Office of Security regarding travel abroad. Please let me know whether there is anything else I need to do or whether there are any questions regarding my request or the trip itself.

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28 AUG - 30 SEP
INCLUSIVE.
Reports back 1 OCT 85
Last working day: 27 AUG 85.
Has now only 2 hrs A/L.